

**1998-99**  
**INSTRUCTIONS**  
**PRELIMINARY SCHOOL REPORT**  
**THIS REPORT IS TO BE COMPLETED USING THE 20TH DAY OF ATTENDANCE INFORMATION**

**I. General Instructions**

- A. This report should be typed or printed in black ink.
- B. The principal is responsible for the accurate completion of a School Report for each school he or she serves. Reports with errors or omissions will be returned to the principal for correction.
- C. **DO NOT** alter this form or its contents in any manner. This means:
  - (1) do not write notes in the margins
  - (2) do not staple attachments to this form
- D. A school report must be submitted for all schools with a school number assigned by the State Department of Education. These are listed in the Directory of Public Schools.
- E. This form should be completed and returned to the Superintendent/Director of Schools for approval. Personnel within the Superintendent/Director of Schools office will forward all school reports to The Office of School Approval; State Department of Education; 7th Floor, Andrew Johnson Tower; 710 James Robertson Parkway; Nashville, TN 37243. Copies retained for system and school files are at local discretion.

**II. Specific Instructions by Item**

- Item 1-- Print the full name of the school system.
- Item 2-- Enter the three-digit system number in the blank provided. Enter all three numerals, even if the first one is a zero. The system number is listed in the Directory of Public Schools.
- Item 3-- Print the full name and address of the school.
- Item 4-- Enter the four-digit school number in the blanks provided. Enter all four numerals including all zeros. The school numbers are listed in the Directory of Public Schools.
- Item 5-- Enter the school's telephone number in the blank provided. The area code **MUST** be included.
- Item 6-- Enter the official length (contract time) of the teachers' working day in hours and minutes. Complete both blanks.
- Item 7-- Enter the official length of the students' day in hours and minutes. Complete both blanks.  
  
Indicate if school operates on a block schedule. (Block schedule refers to the 4X4 schedule.)
- Item 8-- Enter the number of professional staff filling full time positions and the number of professional staff filling part time positions. Enter only one numeral per block.
- Item 9-- Enter the total membership in your school by race. The total membership by race is the number of students actually enrolled on the day this report is completed. Vocational centers should not complete this section.
- Item 10-- The total membership by grades is the number of students actually enrolled in all classes on the day this report is completed. Pre-kindergarten membership should include pre-kindergarten students in special education programs (excluding option 7-8-9), Title 1 programs, locally funded programs, and/or grant funded programs.  
  
Special Education (SE) membership should include only those students who are special education option 7-8-9. These are your full-time, self-contained special education students.  
  
Students in resource, speech, or other pull-out programs should be counted in their grade levels.  
  
Vocational Centers should not complete this section of the form because their students will be counted in their base schools. **NO STUDENT SHOULD BE COUNTED MORE THAN ONCE.**
- Item 11-- Enter the total number of classes for all grades in school regardless of class size.  
  
Pre-kindergarten, kindergarten, elementary, middle, and/or junior high classes which are self-contained should be reported as one class per teacher.  
  
Elementary pull-out classes, i.e. art, music, and physical education, should not be counted in Column 11 - Total Number of Classes.

Elementary and secondary special education pull-out classes should not be counted in Column 11.

Middle and/or junior high classes which are departmentalized but have students who move as a class unit from one teacher to another should be reported as one class.

Middle and/or junior high classes which are departmentalized but have students who move on individual schedules (not as a class unit) from one teacher to another should be reported as individual classes just as 9-12 classes are reported.

Classes in typewriting, instrumental music and vocal music should not be included in Column 11.

Item 12-- Class size is the actual number of students enrolled in each class on the twentieth day of attendance.

**49-1-104. Maximum class size -- Waiver -- Split-grade classes.**

(a) It is the intent of the general assembly that every LEA move expeditiously and promptly towards the goals established in this section, and to that end, effective four (4) years from the date the basic education program is fully funded, neither the commissioner nor the state board of education shall grant waivers from the maximum class sizes established in this section. Every public local school system shall have as a policy that pupil-teacher ratios should not exceed the averages prescribed in this section. In no school building shall the average size of any grade level unit prescribed herein exceed the stated average, though any individual class within that unit may exceed the average, provided that no class shall exceed the prescribed maximum size.

EIA Goals			SBE Class Membership		
<u>Grade Level</u>	<u>Average</u>	<u>Maximum</u>	<u>Grade Level</u>	<u>Maximum</u>	<u>10%</u>
K-3	20	25	K-3	25	28
4-6	25	30	4	28	31
			5-6	30	33
7-12	30	35	7-12	35	39
Vocational Education	20	25	Vocational Education	28	31

**A. EIA GRADE LEVEL AVERAGE**

EIA grade level averages are listed for the respective grade level in Column A - EIA Grade Level Average.

Grade Level Average does not apply to pre-kindergarten, ungraded, split-grade classes, and special education (self contained/CDC).

**B. SCHOOL GRADE LEVEL AVERAGE**

The number of students in each designated grade level class must be totaled and divided by the number of classes at the respective grade level to determine the grade level average. Classes in typewriting, instrumental music and vocal music should not be included in the average. The average should be rounded to the nearest whole number and entered in the corresponding grade level box under Column B - School Grade Level Average. Questions pertaining to the EIA average for vocational education should be directed to your respective Vocational Education Regional Consultant.

**C. EIA MAXIMUM CLASS SIZES**

EIA maximum class sizes are listed for the respective grade level in Column C - EIA Maximum Class Sizes.

**D. CLASSES BY GRADE LEVEL EXCEEDING EIA MAXIMUM CLASS SIZE**

Enter the number of classes exceeding the EIA maximum class sizes for the grade level in the corresponding grade level boxes in Column D - Classes By Grade Level Exceeding EIA Maximum Class Size. These are the classes which exceed the EIA maximum class size listed in Column C and are within the 10% limit listed in Column E.

Ungraded classes and other split-grade classes educate pupils of various ages and levels of ability together and to that extent are split-grade classes. The average size specified for the grade levels involved in split-grade classes will be the maximum size allowed in such classes, notwithstanding the maximum size otherwise allowed by this section.

Note 1: Rule 0520-1-3-.05(5) requires pre-kindergarten programs to be staffed by at least one teacher for each 20 children and additional educational assistants or other personnel as are required to meet the adult/child ratio standards specified by the State Department of Human Services and administered by the State Department of Education.

Note 2: If a split occurs in grades that have different averages specified, use the average for the lowest grade level involved in the split to determine the maximum class size.

**E. SBE MAXIMUM ALLOWABLE CLASS MEMBERSHIP**

Maximum allowable class membership is the previously established state board maximum class sizes including the 10% overage allowed by the legislature. No class can exceed the respective class size per grade level. ADM for any full-time vocational teacher shall not exceed 23.

Item 13-- The principal and the superintendent should sign and date the form verifying accuracy of the information submitted.

**NOTE:** Schools may elect to submit the computer generated preliminary school report instead of completing the paper preliminary school report form downloaded from the web-site. If so, schools must generate and submit the preliminary school report, the preliminary staff report summary page (provides data requested in Item 8), and the membership report (provides data requested in Items 9 and 10) to provide the same information as requested on the paper preliminary school report. School personnel should verify that all information on the computer generated report is accurate. In addition, the principal must sign the computer generated report verifying the accuracy of the information and forward the report to the Superintendent/Director of Schools for approval.